



After the new MyCalPAYS system is built and tested it will be deployed to 160 state departments serving approximately 243,000 employees.



Insights

MyCalPAYS Offers Streamlined Position Control Process

Greek philosopher Heraclitus once said that “Nothing endures but change.”

One positive change the state’s human resources practitioners will realize with the implementation of MyCalPAYS is the replacement of the STD. 607 Change in Established Position form with an electronic interactive form that incorporates automated workflow for approvals.

With MyCalPAYS employees cannot be hired into the system without a position. Therefore positions must be created early in the process and adequate lead time allocated due to new workflow approval process. The interactive form allows an employee with the position control initiator role to start the process to create a position, change a position or re-establish a position.

The interactive forms offer a web-based, automated process that will eliminate several paper processes for the state. The forms will be accessible by those with the appropriate security role through the MyCalPAYS web portal. The HR position control initiator will start a process to route, approve and update position changes in the system.

Drop-downs, default values, check boxes and free text fields help streamline the process of filling out the form. Once the initiator completes the form, it will be sent for approval through a built-in workflow process. Once the final step of the workflow process is completed, MyCalPAYS will be automatically updated with the new or changed position information. This eliminates the need for someone to re-key the position information into the system.

There are two position control security roles employees can be assigned to support the workflow function. These include:

- **HRA Initiator** – This role includes the ability to create a position, change a position or re-establish a position. This is the only role that can initiate or make an adjustment to the interactive form.
- **HRA Approver** – This role includes the ability to approve or reject the interactive form and leave a note for the initiator (if rejected) or for another approver in the workflow (if approved). This role does not have the ability to edit the interactive form.

Following are the positions included in the workflow approval process:

- **OM Position Control (Initiator)** – This is the only role that can initiate/start a process. This role has the ability to maintain fields on the forms. Other users will only see the form in display mode. If another user requires a change to the form, they must reject the form. It will be routed back to the initiator to make the applicable changes and re-submitted through the workflow process.
- **OM Budget Analyst (First Approver – optional)** – Depending on how a department is set up this role is optional. If there is no user with this role in the department, the workflow will be automatically routed to the OM Budget Officer.
- **OM Budget Officer (Second Approver)** – An approval at this level is required. A user in each department must be mapped to this role in the position control workflow process.

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Wave 3 Departments Begin Readiness Activities for December Go Live

In late February, the project team met with Wave 3 Department Support Team members to begin outlining the readiness activities required to begin using MyCalPAYS in December. Readiness, from the project standpoint, is divided into four areas: User, functional, site and technical.

User Readiness

User Readiness focuses on people and ensuring they are ready to begin effectively using MyCalPAYS when the system is deployed. The project team's goal is to ensure users understand how the business processes and technical changes impact their daily activities. Each user will be provided with an individual training plan identifying the courses, which will prepare them to use MyCalPAYS.

Functional Readiness

Functional Readiness includes data collection, cleansing, and User Acceptance Testing (UAT) activities. Each department is provided with training and templates to effectively capture legacy data that will be converted and added to MyCalPAYS.

Site Readiness

Site Readiness includes the cutover activities that identify the steps departments will take as they switch from using the legacy system to using MyCalPAYS. A cutover plan will be developed that details the activities, steps, and time required to "flip the switch" and activate MyCalPAYS. The cutover plan will be provided to departments a few months before each go-live.

Technical Readiness

Technical Readiness includes ensuring that each department's computers and network will support the MyCalPAYS system implementation. New software, provided by the project team, will need to be added to the workstations of end-users. Additionally, each department's network connection to the MyCalPAYS server will need to be validated.

Detailed activities associated with each readiness area are included in each wave's Master Readiness Task List. A department's readiness will be reviewed through tools, such as the Readiness Checklist and the Readiness Dashboard to track progress, provide monthly status updates and identify any potential issues.

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- **DOF Approver (Third Approver – optional)** – When the initiator completes the form, he or she will identify if DOF approval is required. If required, the form will be routed to DOF for approval. Otherwise this approver will be bypassed in the workflow process.
- **SCO OM Support Staff (Final Approver)** – This is the last person in the workflow approval process. Once this person "approves" the form, the new or changed position information will show up in the department's organizational structure.

Through the assign to me feature in the workflow process, more than one user can be assigned an approver role. In fact, it is recommended that departments assign this role to more than one person for backup purposes.

All users identified as an approver will see the pending workflow form and can assign it to themselves. This prevents

any other approver from taking action on the same form.

As part of the workflow process there are built in system notifications. The OM Position Control (Initiator) and OM Budget Analyst (First Approver) are notified when a process is complete. If the initiator withdraws a process, all approvers who previously saw/processed the form will be notified.

Once an approver receives the workflow item, he or she has up to five business days to complete the form. If the form is not completed by the approver after two business days, a notification will be sent to the initiator which says, "Please be informed that your Create Position request is still pending, if the work item is not processed within the next three business days, it will be rejected and returned." If the form is not completed by the approver after five business days, the form is rejected and sent back to the initiator who can either withdrawal or resubmit the form.

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